

## Party Room Rental Policy

**Starting Rates:** \$100 non-members, \$75 members, \$25 per additional 30 minutes, \$50 last minute booking, \$10 bingo activity

### Includes:

- Private Party Room (Resource Room) access for 90 minutes of party time plus 30 minutes of set up before the party
- Use of exhibits and Play Museum

**Hours:** Birthday parties may take place any day the *Play Museum* is open. Party guests may use the *Play Museum* during its regular hours. Parties may not last longer than 2.5 hours. Please see suggested 90 minute time blocks below.

#### Morning Party Time

Monday - Saturday  
10:00 a.m. - 11:30 a.m.

#### Afternoon Party Time

Monday - Sunday  
1:30 p.m. - 3:00 p.m.

**Usage Details:** The Resource Room may be used for 90 minutes of party time. Host families may arrive up to 30 minutes before the party for set up. Parties may last up to 2.5 hours if requested and purchased prior to the event. All clean up must take place immediately following the party. The room must be returned to the same condition it was in before the party. The Museum will provide trash receptacles. The Resource Room has a capacity of 35 people (including the host families).

Food and drinks are not allowed outside of the Resource Room. Alcohol is not prohibited. Food and drinks that require outside heating or warming appliances are not recommended. Please no pressure cookers, hotplates, or sterno cans. Ice cream can be held in a freezer with staff assistance. Museum Society staff are not permitted to assist with serving food or cutting cake. The Museum Society does not provide food.

Decorations may be affixed to the corkboard wall with pushpins only, no tape or other adhesives. Dry erase markers may be used on the whiteboard wall. The Society will provide push pins and dry erase markers. All other decorations must be freestanding.

The *Play Museum* is available for use during the party, but is not reserved exclusively for the party participants. Children must have adult supervision at all times in the *Play Museum* and throughout the Museum.

If damage is caused to the Museum or causes the Museum or Society to incur cleaning costs, the applicant will be charged the full cost of any repairs and/or additional cleaning that the Museum reasonably determines should be incurred.

The Museum and Society are not responsible for belongings left unattended in the Resource Room during its use.

A non refundable deposit of \$50 is due at the time of booking your party date. The deposit comes out of the total cost of the party and is not an additional fee. Host families are required to submit the final payment for their party at least two weeks prior to the set event date. Parties booked within two weeks of their set event date are subject to an additional \$50 fee. Parties booked within two weeks of their set event date are required to pay the cost of their party in full at the time of booking.

The applicant agrees to hold the Illinois State Museum and Illinois State Museum Society, their employees, directors, governing boards and State of Illinois harmless of all claims which arise out of the applicant's use of the facilities except to the extent that such claims arise.

**Cancellation:** In the event the facility becomes unavailable due to circumstances beyond the Society's control, the applicant will be refunded in full. In the event a Host Family wishes to cancel their party, the Society will retain the \$50 deposit. The Society will not refund any portion of payment if cancellation is initiated by the Host Family within 2 weeks of the set party date. The Society will not be liable for any loss due to cancelation of this agreement.

**Contact Information:**

If you have questions about your party, please contact Gabby Antonacci at [gabriella.r.antonacci@illinois.gov](mailto:gabriella.r.antonacci@illinois.gov) or (217) 782-5993.